DEFINITIONS USED IN THIS SURVEY

Occupational program: For this survey, an occupational program is defined as a <u>sequence of courses</u> designed to prepare students for an occupation (e.g., nurses' aide) that typically requires education below the baccalaureate level. A non-credit occupational program may consist of only one course or more than one course.

Skill competency: A skill competency is a concept, skill, or attitude that is essential to an occupation; the level of attainment or performance established for a skill competency is a skill standard. In this survey, we use the term "skill competencies" to refer to both skill competencies and skill standards.

Note: This questionnaire asks about occupational programs and courses taken by postsecondary students. If your school offers any programs and courses that are taken <u>only</u> by other types of students (e.g., only secondary students), do not include those programs and courses.

LABEL

IF ABOVE INSTITUTION INFORMATION IS INCORRECT, PLEASE UPDATE DIRECTLY ON LABEL.

Name of person completing form:_____   Telephone:_____

Title/position:_____E-mail: _____

Best days and times to reach you (in case of questions):_____

THANK YOU. PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR RECORDS.

PEQIS Form No. 11, 3/1999

1. Does your institution offer an **occupational program** that prepares students for any of the occupations listed in question 2?

   Yes....................................... ☐ *(Continue with question 2.)*
   No .... ☐ Thank you. Please complete the respondent section on the front of the questionnaire and return the questionnaire to Westat.

2. For each of the following occupations for which your institution offers a program in the school year 1998-1999:

   • Indicate in **column A** whether non-credit courses are offered in the occupational program.

   • Indicate in **column B** whether courses are offered for credit in the occupational program.

   • Indicate in **columns under C** what procedures are used to ensure that the courses teach relevant job skills. (Procedures may not be the same for all occupation areas.)

Occupation area/occupation	A. Check if non-credit courses are offered	B. Check if for-credit courses are offered	C. Procedures used to ensure that courses teach relevant job skills				
			Industry advisory committee	Survey of employers' skill needs	Followup survey of graduates	Mechanisms for faculty to get recent work experience	Periodic internal review
			(Check ALL that apply in each row.)				
Business & Marketing Occupations							
a. Accountant/bookkeeper	☐	☐	☐	☐	☐	☐	☐
b. Administrative assistant/secretary	☐	☐	☐	☐	☐	☐	☐
c. Restaurant/food service manager	☐	☐	☐	☐	☐	☐	☐
d. Sales associate/manager	☐	☐	☐	☐	☐	☐	☐
Technical & Mechanical Occupations							
a. AC/heating/refrigeration repair technician	☐	☐	☐	☐	☐	☐	☐
b. Auto body repairer	☐	☐	☐	☐	☐	☐	☐
c. Automotive mechanic/technician	☐	☐	☐	☐	☐	☐	☐
d. Computer programmer	☐	☐	☐	☐	☐	☐	☐
e. Computer graphic designer	☐	☐	☐	☐	☐	☐	☐
f. Computer technician	☐	☐	☐	☐	☐	☐	☐
g. Electronics technician	☐	☐	☐	☐	☐	☐	☐
h. Engineering technician	☐	☐	☐	☐	☐	☐	☐
i. Drafter or CADD operator	☐	☐	☐	☐	☐	☐	☐
j. Machinist	☐	☐	☐	☐	☐	☐	☐
Building Trades							
a. Bricklayer or mason	☐	☐	☐	☐	☐	☐	☐
b. Carpenter	☐	☐	☐	☐	☐	☐	☐
c. Electrician	☐	☐	☐	☐	☐	☐	☐
d. Plumber	☐	☐	☐	☐	☐	☐	☐
e. Welder	☐	☐	☐	☐	☐	☐	☐
Health/Life Sciences Occupations							
a. Emergency medical technician	☐	☐	☐	☐	☐	☐	☐
b. Medical or dental assistant	☐	☐	☐	☐	☐	☐	☐
c. Nurses' aide or home health aide	☐	☐	☐	☐	☐	☐	☐
d. Licensed practical (vocational) nurse	☐	☐	☐	☐	☐	☐	☐
e. Registered nurse	☐	☐	☐	☐	☐	☐	☐
f. Medical/life science lab technician	☐	☐	☐	☐	☐	☐	☐
g. Agriscience technician	☐	☐	☐	☐	☐	☐	☐
h. Veterinary assistant	☐	☐	☐	☐	☐	☐	☐
Service Occupations							
a. Chef/cook	☐	☐	☐	☐	☐	☐	☐
b. Cosmetologist	☐	☐	☐	☐	☐	☐	☐
c. Childcare worker	☐	☐	☐	☐	☐	☐	☐
d. Teachers' aide	☐	☐	☐	☐	☐	☐	☐
e. Paralegal/legal assistant	☐	☐	☐	☐	☐	☐	☐

3. For each of the occupations for which your institution offers an **occupational program** in 1998-1999:

   • Indicate in **column A** whether a list of **skill competencies** has been developed or adopted for the program.

   • Indicate which one of the **columns under B** best describes how educators and industry (business, labor, and/or employers) were involved in developing or adopting the competencies. (Involvement may not be the same for all programs.)

Occupation area/occupation	A. Has a skill competency list been developed or adopted?		B. Which best describes how educators and industry were involved in developing or adopting the competency list?				
	Yes	No	Done exclusively by individual course instructors	Done exclusively by group(s) of educators	Done primarily by educators with industry input	Done with about equal educator and industry input	Done primarily/ exclusively by industry
			(Check only ONE in each row.)				
Business & Marketing Occupations							
a. Accountant/bookkeeper	☐	☐	☐	☐	☐	☐	☐
b. Administrative assistant/secretary	☐	☐	☐	☐	☐	☐	☐
c. Restaurant/food service manager	☐	☐	☐	☐	☐	☐	☐
d. Sales associate/manager	☐	☐	☐	☐	☐	☐	☐
Technical & Mechanical Occupations							
a. AC/heating/refrigeration repair technician	☐	☐	☐	☐	☐	☐	☐
b. Auto body repairer	☐	☐	☐	☐	☐	☐	☐
c. Automotive mechanic/technician	☐	☐	☐	☐	☐	☐	☐
d. Computer programmer	☐	☐	☐	☐	☐	☐	☐
e. Computer graphic designer	☐	☐	☐	☐	☐	☐	☐
f. Computer technician	☐	☐	☐	☐	☐	☐	☐
g. Electronics technician	☐	☐	☐	☐	☐	☐	☐
h. Engineering technician	☐	☐	☐	☐	☐	☐	☐
i. Drafter or CADD operator	☐	☐	☐	☐	☐	☐	☐
j. Machinist	☐	☐	☐	☐	☐	☐	☐
Building Trades							
a. Bricklayer or mason	☐	☐	☐	☐	☐	☐	☐
b. Carpenter	☐	☐	☐	☐	☐	☐	☐
c. Electrician	☐	☐	☐	☐	☐	☐	☐
d. Plumber	☐	☐	☐	☐	☐	☐	☐
e. Welder	☐	☐	☐	☐	☐	☐	☐
Health/Life Sciences Occupations							
a. Emergency medical technician	☐	☐	☐	☐	☐	☐	☐
b. Medical or dental assistant	☐	☐	☐	☐	☐	☐	☐
c. Nurses' aide or home health aide	☐	☐	☐	☐	☐	☐	☐
d. Licensed practical (vocational) nurse	☐	☐	☐	☐	☐	☐	☐
e. Registered nurse	☐	☐	☐	☐	☐	☐	☐
f. Medical/life science lab technician	☐	☐	☐	☐	☐	☐	☐
g. Agriscience technician	☐	☐	☐	☐	☐	☐	☐
h. Veterinary assistant	☐	☐	☐	☐	☐	☐	☐
Service Occupations							
a. Chef/cook	☐	☐	☐	☐	☐	☐	☐
b. Cosmetologist	☐	☐	☐	☐	☐	☐	☐
c. Childcare worker	☐	☐	☐	☐	☐	☐	☐
d. Teachers' aide	☐	☐	☐	☐	☐	☐	☐
e. Paralegal/legal assistant	☐	☐	☐	☐	☐	☐	☐

4. For each of the occupations for which your institution offers an **occupational program** in 1998-1999:

- Indicate in **column A** whether that program is accredited by an industry, business, or trade organization (e.g., the National Automotive Technicians Education Foundation).

- Indicate in **columns under B** what credentials students in each program can work toward. (For example, if a nursing program prepares students to take a state licensing exam, check that a "state registration, license, or certificate" is available.) Include credentials that may be attained through non-credit courses.

Occupation area/ occupation	A. Check if program is accredited by industry, business, or trade	B. Credentials that students in each program can work toward:				
		Associate's degree	Institutional certificate/ diploma	State registration, license, or certificate	Industry/ trade certificate or diploma	Company certificate (e.g., NOVELL)
		(Check ALL that apply in each row.)				
Business & Marketing Occupations						
a. Accountant/bookkeeper	☐	☐	☐	☐	☐	☐
b. Administrative assistant/secretary	☐	☐	☐	☐	☐	☐
c. Restaurant/food service manager	☐	☐	☐	☐	☐	☐
d. Sales associate	☐	☐	☐	☐	☐	☐
Technical & Mechanical Occupations						
a. AC/heating/refrigeration repair technician	☐	☐	☐	☐	☐	☐
b. Auto body repairer	☐	☐	☐	☐	☐	☐
c. Automotive mechanic/technician	☐	☐	☐	☐	☐	☐
d. Computer programmer	☐	☐	☐	☐	☐	☐
e. Computer graphic designer	☐	☐	☐	☐	☐	☐
f. Computer technician	☐	☐	☐	☐	☐	☐
g. Electronics technician	☐	☐	☐	☐	☐	☐
h. Engineering technician	☐	☐	☐	☐	☐	☐
i. Drafter or CADD operator	☐	☐	☐	☐	☐	☐
j. Machinist	☐	☐	☐	☐	☐	☐
Building Trades						
a. Bricklayer or mason	☐	☐	☐	☐	☐	☐
b. Carpenter	☐	☐	☐	☐	☐	☐
c. Electrician	☐	☐	☐	☐	☐	☐
d. Plumber	☐	☐	☐	☐	☐	☐
e. Welder	☐	☐	☐	☐	☐	☐
Health/Life Sciences Occupations						
a. Emergency medical technician	☐	☐	☐	☐	☐	☐
b. Medical or dental assistant	☐	☐	☐	☐	☐	☐
c. Nurses' aide or home health aide	☐	☐	☐	☐	☐	☐
d. Licensed practical (vocational) nurse	☐	☐	☐	☐	☐	☐
e. Registered nurse	☐	☐	☐	☐	☐	☐
f. Medical/life science lab technician	☐	☐	☐	☐	☐	☐
g. Agriscience technician	☐	☐	☐	☐	☐	☐
h. Veterinary assistant	☐	☐	☐	☐	☐	☐
Service Occupations						
a. Chef/cook	☐	☐	☐	☐	☐	☐
b. Cosmetologist	☐	☐	☐	☐	☐	☐
c. Childcare worker	☐	☐	☐	☐	☐	☐
d. Teachers' aide	☐	☐	☐	☐	☐	☐
e. Paralegal/legal assistant	☐	☐	☐	☐	☐	☐

THANK YOU. PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR FILES.